

EVALUATION OF WALK TO EMMAUS WEEKEND

DATE: _____

LOCATION: _____

COMMUNITY: _____

(Upper Room Walk to Emmaus Handbook, hereafter referred to as "HB" and Lay Director Manual, hereafter referred to as LDMan, and Spiritual Director Manual, hereafter referred to as SDMan.)

THURSDAY:

EVENT	REFERENCE	COMMENTS
Send-Off	<i>P. 76 HB - When all pilgrims are present, LD calls out names of pilgrims with pilgrims repeating their name back; making no distinctions between pilgrims and team members.</i>	
Conference Room/New Friend Introduction	<i>P. 5 LDMan - ALDS model "my new friend" by telling name, family, church interesting fact.</i>	
Sponsor's Hour	<i>P. 76 HB - The sponsors and community gather in chapel for prayer for the pilgrims. A lay person leads this service. No communion is offered at this time.</i>	
Lay Director Talk- was script followed	<i>P.5-9 LDMan</i>	
"In Remembrance" film - was it shown?	<i>P. 77 HB - The "In Remembrance" film helps the walk get off to a solid, non- threatening start, while removing team members from the spotlight of performance.</i>	
Did Spiritual Director and Lay Director follow scripts in chapel service?	<i>P. 9-10 LDMan and P. 2-4 SDMan</i>	
How was music handled at close of chapel?	<i>P. 10LDMan</i>	
How was the team meeting conducted?	<i>P. 77 HB - Thursday night's team meeting should be brief, that respects the call to silence. Finalize table assignments for Friday, review Friday's flow briefly, and end in prayer including special mention of next day's speakers.</i>	
Was silence observed?	<i>P.10LDMan</i>	
Were support committee members observed by Pilgrims?	<i>P. 55 HE – The basic guidelines for persons serving in any support role is to serve humbly, selflessly, and invisibly, insofar as that is possible. These roles are exercises in anonymous servant hood and are not occasions for outward recognition by the team or by pilgrims.</i>	

FRIDAY

EVENT	REFERENCE	COMMENTS
Was silence still being observed?		
How was morning chapel conducted? Was script followed?	<i>P. 11-12 LDMan and P. 5-8 SDMan</i>	
Was the communion service conducted by the purple worship book?	<i>P. 78 HB - This service is conducted in a simple, straightforward manner from the liturgy in the worship book without singing or passing the peace. The rule of silence does not mean the Communion Service should be conducted without spoken liturgy.</i>	
Was there a prayer before breakfast by the lay director?	<i>P. 79 HB - Breakfast on the first day begins in a way that is natural for everyone; with a prayer by the Weekend Lay Director.</i>	
Was Lay Director script followed in the assignment of table families?	<i>P. 12-14 LDMan</i>	
"Priority" talk comments and length of talk/was outline followed?	<i>P. 26 and 28 HB- An experienced ALD gives the talk on "Priority"</i>	
Was "Priority" talk introduced by a simple prayer?	<i>P. 14 LDMan - The custom is to begin this talk with a simple prayer; not the Prayer to the Holy Spirit.</i>	
Music begun to be taught? Meal Graces and DeColores explained and taught?	<i>P. 15 LDMan - Musicians teach the group to sing the song for introducing talks. DeColores and meal graces. Share the history of DeColores.</i>	
Introduction of talks handled according to the model?	<i>P. 14-15 LDMan - "Gentlemen/Ladies, with a clean sheet of paper, high idealism.....".</i>	
"Prevenient Grace" talk comments and length of talk/was outline followed?	<i>P. 26 HB - Talk given by ASD</i>	
Group picture taking session	<i>P. 15 LDMan - Take group photo</i>	

Were breaks protected?	<i>P. 94-95 HB - The schedule also takes into account the need for the pilgrims to take breaks, to rest, and to sleep. Leaders should respect the pilgrims' need for unstructured time, and they must work to protect the allotted time for breaks, recreation, reflection and sleep, so the pilgrims will remain alert and refreshed for the Walk.</i>	
"Priesthood of All Believers" comments and length of talk/was outline followed?	<i>P. 27 HB - Talk given by TL or ATL</i>	
"Justifying Grace" comments and length of talk/was outline followed?	<i>P. 27 HB - Talk given by ASD</i>	
Were agape and the prayer vigil introduced during "Justifying Grace"?	<i>P. 80 HB - Agape is introduced in the last part of the talk on "Justifying Grace". Table agape first appears at the supper table Friday evening.</i>	
"Life of Piety" talk length and comments/was outline followed?	<i>P. 27 HB - Talk given by TL/ATL</i>	
Was three-legged stool/tripod introduced during talk?	<i>P. 3 of expanded talk outline refers to the speaker introducing the tripod or stool image.</i>	
Chapel time after "Life of Piety" – was script followed?	<i>P. 17-18 LDMan</i>	
Posters and summaries party comments.	<i>P. 79 HB - The sharing of talk summaries and representations is an enjoyable time for creatively summarizing the day through each table's insights and images of the five talks.</i>	
Friday night chapel time.	<i>P. 79 HB -As the day comes to a close during night prayer in the chapel, the SD reviews the message of the day and assures the participants that no pat responses are expected of them....</i>	
How was music handled in the chapel?	<i>P. 19 LDMan - Meditative solo before dismissal for bed.</i>	
Friday night team meeting comments	<i>P 80 HB - The team meeting is not a time to gossip or to violate the pilgrims' confidences. The aim is to celebrate the day. The agenda is to review the day's dynamics and check up on each table family. The meeting should close with prayer that includes praying for the remaining speakers for the weekend (Since there is no team meeting on Saturday night.)</i>	

SATURDAY

EVENT	REFERENCE	COMMENTS'
Morning chapel time	<i>P. 81 HB - Saturday begins with morning prayer in the chapel. The Weekend SD does the meditation on "Four Responses to Christ "</i>	
Was script followed?	<i>P. 21 LDMan P. 17-29 SDMan</i>	
"Grow Through Study" length and comments/was outline followed?	<i>P. 27 HB - Talk given by TL or ATL</i>	
"Means of Grace length and comments/was outline followed?	<i>P. 27 HB - Talk given by SD</i>	
Length of "Dying Moments" service and how conducted?	<i>P 82-84 HB - These pages in the manual give a complete explanation of the "Dying Moments" service.</i>	
Was long break protected after lunch?	<i>P. 84 HB - The schedule indicates a long break following the lunch period, the longest break of the weekend, and this time needs to be preserved. This break is not the time to make up lost time in the schedule.</i>	
Question and answer period for clergy - how handled?	<i>P. '84-85 HB - Discussion on "Means of Grace" is completely self-explanatory with regard to what should take place during the question and answer period after the pilgrims return to the conference room after the long break.</i>	
Effectiveness of clergy answers		
Were chapel visits explained?	<i>P. 85 HB - There is a complete explanation of the process and rationale for the chapel visits by tables. These chapel visits can begin after the pilgrims return to the conference room and the process is explained. The chapel visits should conclude after the "Discipleship" talk or on Sunday morning.</i>	
Did all tables take advantage of the chapel visits?		
"Christian Action" length and comments/was outline followed?	<i>P. 27 HB - Talk given by TL or ATL</i>	
'Obstacles to Grace". Length and comments/was outline followed?	<i>P. 27 HB - Talk given by ASD</i>	

Was Saturday dinner more special? Describe.	<i>P. 86 HB - Saturday evening dinner is made celebrative with table and dining room decorations, a more elaborate meal and service, and after-dinner entertainment.</i>	
Entertainment – how handled?	<i>P. 86 HB - Entertainment consists of 15-20 minutes of music, drama, or humorous skits prepared by members of the Emmaus community or kitchen crew.</i>	
"Discipleship" length and comments/was outline followed?	<i>P. 27 HB – Talk given by TL/ATL</i>	-
Candlelight conducted by the community?	<i>P. 86 HB - A complete description of the Candlelight service is explained</i>	
"Jesus, Jesus" song used?	<i>P. 87 HB - The correct wording of the song is written as "Jesus, Jesus, can I tell you how I feel? You have given me your Spirit. I love you so."</i>	
Were the pilgrims moved to the chapel in silence after the community left?		
Explanation of Candlelight by Spiritual Director to pilgrims in chapel.	<i>P. 87c88 HB - There is a section entitled "Prayer Following Candlelight" that clearly explains what the chapel service should be like.</i>	
Examination of Conscience and chapel time	<i>P. 87-88 HB - This section needs to be read and studied so that this very important service is conducted properly. There is an explanation of how to begin and end the service in the handbook.</i>	
Describe the "Agape Refreshments" after' Candlelight.	<i>P. 82 HB - This part of the weekend should be kept very simple. "Following INFORMAL REFRESHMENTS AND FELLOWSHIP, the pilgrims go to bed."</i>	
Team Meeting?	<i>P. 82 HB - Normally there is NO team meeting on Saturday night.</i>	

SUNDAY

EVENT	REFERENCE	COMMENTS'
Sunday morning wakeup	<i>P. 89 HB – The upbeat spirit of Sunday morning wakeup focuses especially on starting the day as disciples of a risen Lord.</i>	
Morning chapel	<i>P. 29-34 SDMan – “The Humanity of Jesus” – shared if possible by all clergy.</i>	
“Changing Our World” length and comments/was outline followed?	<i>P. 27 HB – Talk given by ATL/TL</i>	
“Sanctifying Grace” length and comments/was outline followed?	<i>P. 27 HB – Talk given by ASD</i>	
“Body of Christ” length and comments/was outline followed?	<i>P. 27 HB – Talk given by ATL/TL</i>	
“Perseverance” length and comments/was outline followed?	<i>P. 27 HB – Talk given by Weekend LD</i>	
Were Reunion Groups effectively explained and demonstrated?	<i>P. 90 HB – The Handbook explains the different ways in which the Reunion Group can be introduced.</i>	
“Fourth Day” length and comments/was outline followed?	<i>P. 27 HB – Talk given by ALD</i>	
Points to remember by Spiritual Director	<i>P. 90 HB – The section entitled “Reviewing the Pilgrim’s Information Packet” gives the necessary information.</i>	
If necessary, were chapel visits by table completed on Sunday?	<i>P. 27 LDMan</i>	
How were agape letters introduced?	<i>P. 91 HB – The section entitled “Individual Agape Letters” explains the introduction of the letters and the time following.</i>	
How many agape letters were pilgrims given in their packets?	<i>P. 91 HB – Personal agape letters are letters written to individual pilgrims by those who are close to them. More important than the number is the quality of the letters. Sponsors should aim for 8 to 12 letters from family and close friends.</i>	
How was the “Cross Ceremony” conducted?	<i>P. 92 HB – “Presenting the Service Card and Emmaus Cross” section has a detailed explanation of how this service is to be conducted.</i>	

Was it clearly explained about the two questions that need to be answered at the closing?	<i>P. 92 HB – The pilgrims are then given instructions for going to Closing and sitting by tables and are reminded to be thinking about the two questions to which they may respond: “What has this weekend meant to me? And What am I going to do about it?”</i>	
Did two people model answering the two questions?	<i>P. 93 HB – Though this time is not for team witness, the Weekend Lay Director asks two team members to model answering the two questions as they pertain to the current weekend.</i>	
Closing conducted.	<i>P. 92-93 HB – The section entitled, “The Closing” is clear about the process and order of the closing service.</i>	
Introduction of the team.	<i>P. 93 HB – Introduction of the team is described as a brisk set of introductions.</i>	
Was servant team introduced?	<i>The support personnel should not be introduced other than standing with the rest of the community when the various participants are recognized for participating in the 72 hour prayer vigil, providing gifts of agape or food, attending candlelight, etc.</i>	
Were pilgrims made to feel like they had to speak?	<i>P. 31-32 LDMan – Pilgrims should not be forced to speak at closing unless they feel led by the Holy Spirit to do so.</i>	
How was the hand cross presented to the Weekend Lay Director and by whom?	<i>P. 93 HB -introduction of the Community Spiritual Director for presentation of the Emmaus hand cross to the Weekend Lay Director on behalf of the community.....</i>	
How was the closing service conducted and by whom?	<i>P. 93 HB – Traditionally the Community Spiritual Director is celebrant for the closing service of Holy Communion. Sometimes the Community SD of the Board of Directors will assign this responsibility to the Weekend SD if the Community SD is unavailable.</i>	

GENERAL INFORMATION

Number of Pilgrims on the Walk	<i>P. 149 HB – The Board of Directors determines the number of Pilgrims for each Walk. The schedule is best suited for 36 pilgrims.</i>	
Makeup of the Conference Room Team (list number of team members)	<i>P. 26-27 HB</i>	
Lay Director		
Assist. Lay Directors		
Table Leaders		
Assist. Table Leaders		
Spiritual Director		
Assist. Spiritual Directors		
Is clergy team ecumenical? List denominations represented.		
Board Rep	<i>Was BR busy with other duties? If so explain.</i>	
How many musicians?	<i>How was the music team organized? Was it designed for performance or leadership development?</i>	
Explain the structure of the support committee.	<i>P. 55-59 explains the roles of the support team</i>	
How many of support committee stayed on site?		
Were the support staff the same gender as the Walk?		
Was there a kitchen crew?	<i>P. 56 HB – Explanation of Kitchen support roles</i>	
Was there an agape prayer chapel set up?		
Were pilgrims asked for personal prayer requests? If so, how?		
Was agape prayer chapel covered 24 hrs. a day or only during the waking hours of the pilgrims?		
If there was not an agape prayer chapel, was there a speaker prayer chapel?		

